BAJRANG KATARIA

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CAREER OBJECTIVE

To join a reputed organization where I can contribute my skills and knowledge to support societal growth while aiding the organization's development through teamwork and innovation.

PROFESSIONAL EXPERIENCE

Personal Secretary to the President

Vivekananda Global University (VGU), Jaipur | April 2025 – Present

Provide executive support to the President, managing schedules, communications, and administrative tasks.

Project Coordinator & MIS Head (DDU-GKY)

Bagaria Education Trust, Skills Department, Jaipur | June 2018 – February 2025

- Led MIS operations, ensuring accurate data management and reporting.
- Coordinated training programs and maintained documentation for government schemes.
- Managed biometric attendance systems and student mapping.

Additional Task Training Coordinator (Agri-Clinics & Agri-Business Centers)

- National Centre for Management of Agricultural Extension (MANAGE), Govt. of India | January 2022 –2023
- Oversaw training programs under the Ministry of Agriculture & Farmers Welfare.
- Liaised with MANAGE Hyderabad for compliance and documentation.

Senior Technical Assistant (Computer Science Department)

Vivekananda Global University, Jaipur | July 2015 – May 2018

- Provided technical support and managed departmental IT infrastructure.

Technical Assistant (Computer Science Department)

Vivekananda Institute of Technology, Jaipur | July 2011 – June 2015

- Assisted in maintaining hardware, software, and networking systems.

Sr. Service & Support Engineer (Hardware & Networking)

Invention Digital Systems, Jaipur | November 2006 – June 2011

- Handled troubleshooting, installations, and maintenance of IT systems.

Computer Hardware & Networking Engineer

Ultra Integrated Services Pvt. Ltd., Jaipur | May 2006 – November 2006

- Performed hardware repairs and network setups.

KEY RESPONSIBILITIES & ACHIEVEMENTS

- Managed financial coordination and back-office operations for Bagaria Education Trust.
- Ensured timely training sessions for students in computer basics and soft skills.
- Coordinated with government representatives for program compliance.
- Proficient in MIS portals, Microsoft Office, and documentation.

EDUCATION

Qualification	Institution	Board/University	Year
MCA (Pursuing)	Vivekananda Global University ODL	Vivekananda Global University	
BCA	Shri Khushal Das University	Shri Khushal Das University	2022
Senior Secondary	Sec. School, Danta Ramgarh (Sikar)	Ajmer Board	2005
Secondary	Sec. School, Danta Ramgarh (Sikar)	Ajmer Board	2003

CERTIFICATIONS

- 14-Month Diploma in Computer Hardware & Networking (Deepshikha Institute, 2006–07)
- 5-Month Basic Computer Operator Course

SKILLS

Server OS:

- **Linux administration (Ubuntu/CentOS commands, user management, permissions)**
- **Windows Server (Active Directory, Group Policy, DHCP, DNS**

Networking:

- IP addressing, subnetting, VLANs
- Firewalls, routing, NAT, port forwarding
- Troubleshooting with ping, traceroute, netstat, nslookup, dig

Virtualization & Cloud:

- **VMware, Hyper-V basics**
- **Cloud services (AWS EC2, Azure VM) (Only Basic)**

Storage:

- **RAID levels (RAID 0, 1, 5, 10)**
- **NAS vs SAN**

Backup & Disaster Recovery:

- **Tools (Veeam, rsync, Windows Backup)**

Soft Skills & Work Culture Fit

- **Communication skills (explaining a technical issue to non-technical staff)**
- **Teamwork (coordinating with other IT staff)**
- **Work ethics (handling confidential data, sticking to institutional rules)**
- **Networking, Hardware, PC Assembly, OS Installation (Windows XP/7/10/11), Java, .NET, PHP, Microsoft Office**

PERSONAL DETAILS

- Date of Birth: 10 January 1988
- Languages: Hindi (Fluent), English (Proficient)
- Address: V/P-Rulana, Teh-Danta Ramgarh, Dist-Sikar (Raj.) 332601

DECLARATION

I hereby declare that the information provided above is accurate to the best of my knowledge.

Date: Place: Jaipur

Signature: Bajrang Kataria